



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR 25 1974 74-88-96 MAR 27 1974	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Public School Employees Retirement System 254 Washington Street Atlanta, Georgia 30334		4. Person to Contact Jim Hartsfield	
				5. Working Title 6. Tel. No. RMO 2960	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series		9. Exact Series Title Public School Employees Retirement System Files (See Attached Sheets)			
10. What is the function of the office in which this record series is created? To administer the Public School Employees Retirement System (Ga. Laws 1969, Act No. 709). Membership consists generally of schoolbus drivers, food service employees, maintenance personnel, custodial personnel and other employees <u>not eligible</u> for membership in the Teachers' Retirement System. Functions include writing rules and regulations; processing applications for membership; determining creditable service and employee contributions; payment of refunds; processing applications for retirement and disability benefits and payment of retirement and disability benefits; and removing non-eligible members.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). SEE ATTACHED SHEET					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers					
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s) This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☐
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ ☐
16. Does the series contain classified information requiring security handling? ☐ ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☐
18. Could the function be performed if the files were lost or destroyed? ☐ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☐
20. Does the record series provide data as input to an EDP file? ☐ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☐
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☐

24. REQUIREMENTS. The following requires the files to be kept 0 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

☐ Hold in the current files area _____ month(s)/_____ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☒ Other: (Specify)

SEE ATTACHED SHEET

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Chas. J. Main</i>	3/27/74
	State Auditor/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	3-27-74
	Secretary of State/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	3-27-74
	Attorney General/Designee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>H. M. H. H. H.</i>	3.27.74
	STATE RECORDS COMMITTEE			

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APPLICATION FOR RECORDS RETENTION SCHEDULE74-88-96 Inclusive
OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address	Application Number	
Application Number	Employees' Retirement System of Georgia Public School Employees Two Northside 75, Suite 400 Atlanta, Ga. 30318	74-95-A	
		Date Received NOV 22 1978	Date Completed DEC 6 1978
2. Person to Contact Glenn Dow		Working Title Division Director	
		Telephone Number 656-2960	
3. Action Requested			
a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.			
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.			
c. <input checked="" type="checkbox"/> Amend Application No. 74-95 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series		5. Records Series Title (followed by title used in office; if different)	
Earliest	Latest		
FY 1971	To Date	Public School Employees Membership Account Annual Listing Files	
6. Division and Office Function			
What is the function of the Division and the Office in which this record series is created?			
7. Record Series Description			
This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.			
Documents relating to: determining members retirement and refund allowances.			
Included are: Computer Output Microfilm (office and security copy) and bound volumes of annual listings which lists members name and social security number, retirement contributions, prior service and withdrawal information.			
(Note: Record series is being converted to computer putput microfilm (COM). From FY 1971 to FY 1978 the series is in bound volumes of computer printouts and on magnetic tape at DOAS. These and succeeding years of records will be placed on COM).			
File is arranged: numerically by School System number; thereunder alphabetically by member number.			
8. Monthly Reference Rate			
How often are records referred to which are:			
One to six months old 20; Seven to twelve months old 20; Thirteen to twenty-four months old 12;			
twenty-five months and older 5 ?			
9. Annual Rate of Accumulation of Records			
Letter-size drawers ; Legal-size drawers ; Shelves ; Other (specify) approx. 1-2 bound			
volumes per year.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Copy goes to each school system. Will have office copy and security copy.
X		i. Is this series (or a major portion of it) regularly microfilmed? Will be COM
X		j. Does the record series result in a computer printout? Present accumulation is bound computer printouts.

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	50	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

This series is needed to provide accountability for each members retirement contributions and credit.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Office COM Copy - Cut off files end of each fiscal year; hold in current files area 50 years; then destroy.

Security COM Copy - Transfer immediately after creation to Records Center; hold 50 years; then destroy.

Bound Computer Printout File - Cut off immediately; hold in current files area until (FY 1971 to FY 1978) verification of COM file; then destroy.
(One-time disposition)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			11-20-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-5-78
		Secretary of State/Designee	12-4-78
		Attorney General/Designee	12-5-78



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Employees' Retirement System of Georgia Public School Employees Two Northside 75, Suite 400 Atlanta, ga. 30318	Application Number 74-96-A	
Application Number		Date Received NOV 22 1978	Date Completed DEC 6 1978
2. Person to Contact Glenn Dow		Working Title Division Director	Telephone Number 656-2960
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-96</u> Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY 1971		5. Records Series Title (followed by title used in office, if different) Annual Report Summary Files	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created?	
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: verifying the retirement contribution and the number of years a member has contributed to the retirement system. Included are: Computer Output Microfilm (office and security copy) and bound volumes of annual report summaries which lists members name and social security number, report year, school system number, and amount of retirement contribution. (Note: Record series is being converted to computer output microfilm (COM). From FY 1971 to FY 1978 the series is in bound volumes of computer printouts and on magnetic tape at DOAS. These and succeeding years of records will be placed on COM). File is arranged: numerically by social security number of member.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>20</u> ; Thirteen to twenty-four months old <u>12</u> ; twenty-five months and older <u>5</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1 bound volume</u> per year.			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Can be found in Membership Account Annual Listing Files.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Will have office and security copy.
X		i. Is this series (or a major portion of it) regularly microfilmed? Will be COM
X		j. Does the record series result in a computer printout? Present acculation is bound computer printout

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0 years.	d. Audit period	0 years.
b. Statute of limitation	0 years.	e. Administrative need	50 years.
c. Federal law	0 years.	f. Federal retention instructions	0 years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

This series is needed for verification of members exact years of credit and contributions.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Office COM Copy - Cut off files end of each fiscal year; hold in current files area 50 years; then destroy.

Security COM Copy - Transfer immediately after creation to Records Center; hold 50 years; then destroy.

Bound Computer Printout File - Cut off immediately; hold in current files area until (FY 1971 to FY 1978) verification of COM file; then destroy.
(One-time disposition)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>[Signature]</i>		<i>[Signature]</i>	11-20-78												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th>State Auditor/Designee</th> <th>State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td><i>[Signature]</i></td> <td><i>[Signature]</i></td> <td>12-5-78</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>[Signature]</i></td> <td>12-4-78</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>12-5-78</td> </tr> </tbody> </table>				State Auditor/Designee	State Records Committee (Signature)	Date	<i>[Signature]</i>	<i>[Signature]</i>	12-5-78	Secretary of State/Designee	<i>[Signature]</i>	12-4-78	Attorney General/Designee	<i>[Signature]</i>	12-5-78
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Attorney General/Designee	<i>[Signature]</i>	12-5-78													

Description

Disposition

74-88
ACTIVE MEMBER FILES - Documents relating to active members of the Public School Employees Retirement System. Included are Membership Applications and related correspondence. Files are arranged numerically by the last four digits of the member's social security number.

Cut off active file when member is retired, disabled, refunded or ineligible and transfer to the Retired Member File, Disability File, Death Retiree File, Refund File or Death Refund File.

74-89
Amended
74-244
EMPLOYEE REFUND FILES - Documents relating to retiree refunds. Included are Refund Applications and Membership Applications. Files are arranged numerically by the last four digits of the retiree's social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 50 years; then destroy.

74-90
INELIGIBLE MEMBER FILES - Documents relating to members ineligible for membership to the Public School Employees Retirement System. Included are computer printouts. Files are arranged numerically by last four digits of social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 50 years; then destroy.

74-91
RETIRED MEMBER FILES - Documents relating to retired members of the Public School Employees Retirement System. Included are Retirement Applications, Membership Applications, Job Descriptions, Statements from Departments, Personal Physician's Report, Medical Board Chairman's Recommendations, Examining Physician's Report, Medical Board's Report, Approval Letters, Key punch Transmittals, and other related correspondence. Files are arranged numerically by the last four digits of the retiree's social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold until members are deceased; then return to Public School Employees Retirement System.

Files Maintenance: If no beneficiary upon closure of file transfer to Deceased Retiree Files. If beneficiary, return to Retired Member Files.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold until member is deceased; then return to Public School Employees Retirement System.

Description

Disposition

74-92
*Amended
74-245*

DECEASED RETIREE FILES - Documents relating to deceased retiree members of the Public School Employees Retirement System. Included are Retirement Applications, Membership Applications, Key punch Transmittals, Death Certificates, Signature Letters, and other related correspondence. Files are arranged numerically by the last four digits of the social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 6 years; then destroy.

74-93
*Amended
74-246*

DECEASED RETIREE REFUND FILES - Documents relating to deceased retiree refunds. Included are Refund Applications, Membership Applications, Signature Letters, Death Certificates, and other related correspondence. Files are arranged numerically by the last four digits of the social security number.

Cut off files at end of each fiscal year; hold in current files area 1 year; transfer to State Records Center; hold 50 years; then destroy.

74-94

PUBLIC SCHOOL SYSTEM CASE FILES - Documents relating to members of the Public School Employees Retirement System. Included are new member listings, related correspondence, releases pertaining to Board Regulations or office procedures. Files are arranged numerically by system number (i.e. Counties 1-159; Cities 200-247; Technical Schools 300-306).

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

74-95
*Amended
12-6-78*

ANNUAL LISTING OF MEMBERS OF PUBLIC SCHOOL EMPLOYEES RETIREMENT SYSTEM FILES - Documents relating to the annual listing of members of the Public School Employees Retirement System. Included are data processing printout sheets which contain social security number, name, and date of birth of members of the retirement system. Files are arranged numerically by System Number, thereunder alphabetically by name of school.

Cut off files at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

74-96
*Amended
12-6-78*

ANNUAL REPORTS AND RETIREMENT DEDUCTIONS FILES - Documents relating to annual reports and retirement deductions. Included are recap sheet, annual report, computer printout, Files are arranged numerically by System Number, thereunder alphabetically by name of school

Cut off files at end of each fiscal year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.